

## **PARENTAL LEAVE POLICY**

1. “Parental Leave” refers to leave taken by the main carer of a child following birth or adoption. This could be the mother, father, or adoptive parent of either sex.
2. It is the aim of this policy to:
  - Encourage Members following parental leave to return to Chambers and continue to build successful practices
  - Prevent discrimination on grounds of parental responsibility
  - Encourage and support Members taking time off following the birth or adoption of a child without suffering financial hardship
  - Comply with the requirements of the Code of Conduct and accompanying Guidelines
3. This policy is circulated to all Members, clerks, and staff all of whom are required to:
  - Read and understand the policy, and.
  - Understand their role in relation to the policy
4. This policy is reviewed by Chambers Equality and Diversity Office, Kath Goddard QC (email: [k.goddard@bankhousechambers.co.uk](mailto:k.goddard@bankhousechambers.co.uk)) every two years.
5. Every Member of Chambers is entitled to return to Chambers within a period of one year after giving birth or adopting a child for whom they are the primary carer.
6. A Member of Chambers taking a period of parental leave is entitled to a twelve months reduction in fee levy of 50% on receipts received during the twelve month period.
7. For the avoidance of doubt, liability for the Property Fund will continue during any period of parental leave as the Trust Deed does not permit waivers to payments of the same.
8. Members of Chambers are required to notify Chambers management and Clerks of their intention to take a period of parental or adoption leave not less than 15 weeks

before the commencement of the period of leave indicating the estimated commencement date and likely date of return.

9. If a Member wishes to take more than twelve months parental leave they should notify the Senior Clerk and the Head of their department no less than eight weeks before the expiry of the initial 12 months leave stating the estimated date on which they intend to return to Chambers.
10. If a Member wishes to take leave for a period longer than 12 months, this should be arranged with Chambers Management.
11. If a Member is absent from Chambers for more than 12 months without agreeing an extension with Chambers management, their automatic right to return to Chambers ceases unless such absence is due to consecutive births.
12. Where Membership ceases by virtue of the provisions in Paragraph 11, a Member can re-apply to Chambers in the usual way.
13. A Member on parental or adoption leave is encouraged to maintain contact with Chambers.
14. Head of Chambers will ensure that the Member is:
  - Offered opportunities to do appropriate work if this is requested and
  - Invited to training events, social occasions, marketing events and Chambers' meetings and
  - Is consulted on any significant issues affecting the practice of Chambers and
  - Receives assistance with the re-establishment of their practice on return to work, including (where requested) the arrangement of a "practice meeting" with the relevant clerk within two weeks before the Member returns to work.
15. Informal working arrangements during a period of parental leave do not affect a Members' entitlement to the six month period free of rent, provided that the Head of Chambers is kept informed of the arrangements by the Member of Chambers and is satisfied that the level of work being undertaken does not constitute a return to practice.
16. It is the policy of Bank House Chambers to enable parents to work reduced hours on return from a period of parental or adoption leave. This should be discussed with Chambers' management and clerks.

17. Any Member who wishes to make a complain regarding a breach of this policy should in the first instance contact chambers' Equality and Diversity Officer, Kath Goddard QC (email: [k.goddard@bankhousechambers.co.uk](mailto:k.goddard@bankhousechambers.co.uk)).

18. Chambers Equality and Diversity Officer is Kath Goddard QC, Mobile: 07740 708287, Email: [k.goddard@bankhousechambers.co.uk](mailto:k.goddard@bankhousechambers.co.uk).

19. The Equality and Diversity Officer is the point of contact for all queries regarding this policy which is maintained and updated every two years.

20. The Management Committee is presented this Policy by the Equality and Diversity Officer every two years for their submission and approval.

21. This Policy is adopted on 31<sup>st</sup> January 2023.

Date Adopted: January 2023

Name: Gurdial Singh

Head of Chambers: Gurdial Singh

Next Review Date: January 2024